



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **INTRA-CAMPUS TRANSFER**

**Effective Date:** August 21, 2006

**Policy #:** TX-08

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- I. PURPOSE:** To establish transfer procedures for use when a clinical determination is made that a patient may be more appropriately served on another treatment program.
- II. POLICY:** This transfer policy is initiated when, after evaluation and screening, it is determined that a patient would be more appropriately served in a different treatment program which would meet the distinct character and nature of the patient's psychiatric disorder.
- III. DEFINITIONS:**
  - A. Practitioner -- Attending physician (psychiatrist) or advanced practice registered nurse with a clinical specialty in psychiatric mental health nursing.
- IV. RESPONSIBILITIES:**
  - A. Medical Staff are responsible for:
    - 1. Writing transfer and acceptance orders.
    - 2. Coordinating orders from practitioner to practitioner.
    - 3. Communicating transfer status with treatment team.
  - B. Nursing is responsible for coordinating patient transfer per practitioner order and for ensuring communication from transferring and accepting units.
- V. PROCEDURE:**
  - A. The practitioner on the referring unit will make the referral to the practitioner on the accepting unit.
  - B. Professional staff receiving the transferred patient to their program may interview and evaluate the patient and discuss their findings with the treatment team and practitioner.
  - C. The referral will be approved by the accepting practitioner and may be reviewed by members of the accepting treatment team.

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- D. Transfer is made only after written order of the practitioner assigned to the unit requesting the transfer.
- E. Should there be a disagreement between practitioners concerning the proposed transfer; the matter will be referred to the Medical Director for resolution.
- F. Emergency and medical transfers are made by the appropriate practitioner to meet the needs of the patients.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Medical Director, Director of Nursing Services.

**VIII. RESCISSIONS:** #TX-08 *Intra-Campus Transfers* dated June 6, 2003; #TX-08 *Intra-Campus Transfers* dated February 14, 2000; HOPP #13-03.T.100582, *Intra-Campus Transfers* dated October 1982.

**IX. DISTRIBUTION:** All hospital policy manuals.

**X. REVIEW AND REISSUE DATE:** August 2009

**XI. FOLLOW-UP RESPONSIBILITY:** Medical Director

**XII. ATTACHMENTS:** None

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Ed Amberg  
Hospital Administrator  
Date

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Thomas Gray, MD  
Medical Director  
Date